SOUTH OLIVE CHRISTIAN SCHOOL

**EMERGENCY FOLDER (E Folder)**

**CRISIS RESPONSE**

**EMERGENCY PROCEDURES PACKET- SOCS**

**(Revised 2020)**

**This packet includes all emergency protocols, reunification plan and pick up procedures/student sign-out requirements. Take this with you if there is a drill or an actual emergency.**

**ATTACH STUDENT LIST AND PARENT CONTACT INFORMATION.**

# Environmental Testing

## **Water Testing:**

This occurs in the Fall and occasionally at additional times as deemed by the entity completing the test from the state. All water has been approved as safe.

Furnace Testing:

This occurs once a year prior to use. Inspections in 2017 showed the heating system to be safe.

Lead Testing:

This occurs once a year to ensure the school is lead-free and safe for children.

# Parent Notification Plan for Accidents, Injuries, Incidents, and illness

## Accidents, Injuries, and Incidents at School:

1. In the event that a child received an injury, is involved in an accident, a serious incident occurs, or an illness occurs while the child is in school, parent contact numbers will be called to request the parents pick up the child. All emergency numbers and work numbers listed by the family will be called if the parent is unreachable.
2. The student’s family will be called, and the child will be with a staff member as they wait for the parent to arrive. The child will go to the office and wait in the quarantine room (connected to the office) and will be supervised while waiting for parent arrival or other necessary intervention.
3. 911 will be called to take care of any student involved with any serious or life- threatening illness, injury, or accident. Directions on emergency forms will be followed.
4. A written accident/injury report will be completed within 24 hours of the incident and turned into the office to be kept on file.
5. A follow-up call or contact to the family will be made within three days to see how the student is doing.

## Illness at School:

To ensure a positive, healthy school experience for children, South Olive Christian School upholds the following policy regarding illness.

1. Parents/guardians will be asked to pick up any child arriving at school with signs/symptoms of being ill or who become ill while at school.
2. The school staff has the authority to exclude children from school for illness or other health-related problems.
3. *All children in attendance will be expected to participate in all parts of the daily schedule, including outdoor play.*
4. Children should stay home when he/she has:

* Head lice
* Earache
* Sore throat
* Excessive runny nose
* Nausea or vomiting
* Coughing
* Red or watery eyes
* Chills or Fever (a temperature over 100.4 degrees) \*
* Diarrhea
* Skin rash

\*Children need to be fever-free for 24 hours, without the use of fever-reducing medicines, before returning to school. See the most updated correspondence from the administrator for further guidance on specific health and safety protocols regarding COVID-19.

It is the parent/guardian’s responsibility to notify the teacher when a child will be absent from school.

## Power Outage:

If there is a problem causing loss of electricity to the building, and the school is too cold for children, families will be contacted by the principal, administrative assistant, or preschool director to pick up children.

# Student Relocation Plan in Case of Emergency

In the event of an emergency requiring students leave the school, staff will:

1. Walk students along the east side of the road to South Olive Christian Reformed Church.
2. Notify parents to pick up their children from the church.
3. Require parents sign out their children on a sign-out sheet and if not known by sight, produce a driver’s license for proof of identity. Parents are to leave a contact phone and email address upon pick-up of the student in the case of emergency. TEACHERS WILL ONLY RELEASE PRESCHOOLERS TO PERSONS LISTED ON THEIR CHILD INFORMATION CARD.

# Accommodations for Students with Disabilities

Students will be accommodated by the classroom teacher in accordance with the specific need and situation (including emotional support, physical support such as transporting to safety, and medical support such as taking along medical supplies upon leaving the building).

# Procedures for Emergencies

## In the Event of a Tornado:

1. An identified staff member will sound the alarm to have all students and staff go to established safe places.
2. Students are to crouch or sit cross-legged on the floor in rows.
3. Students use textbooks to cover their heads.
4. Teachers and parent helpers (if present) will read stories and sing quiet songs to keep students calm.
5. Students may not leave unless approved by the administration and the police. Everyone is to remain in secure safe place until the danger has passed.
6. Parents will be contacted by the principal, administrative assistant, and preschool director.

## In the Event of an Intruder/Strange Person in the School: Lockdown

All adults are to ask any stranger in the school their name, where they are going, and ask them to go to the office before proceeding further, escorting the stranger if necessary. If the stranger refuses to listen to the request, the staff member is to call the office to request school immediately be put in FIRM Lockdown and call 911.

1. All teachers will:
   1. Do a sweep of halls and bring any students or known persons into the classroom.
   2. Close and lock the classroom door. Once a door is closed, it must stay closed.
   3. Turn off the lights and block as many windows as possible, shut the shades, etc.
   4. Move students to areas away from doors and in safest environment within classroom (under tables, in bathroom, etc.).
   5. Wait for police to arrive or to receive an all-clear sign. Prepare for a long wait. No one may be released to the bathroom.
   6. Keep students as quiet as possible.

## In the Event of a Fire:

1. When a fire alarm sounds, students will be led by the teacher out of the building through the designated nearest exit, to the designated meeting place for each class (the fire evacuation plan is located on the wall by the classroom doorway). Fire drills will be practiced throughout the school year to prepare children for the event of an actual fire.
2. Parents will be contacted by the principal, administrative assistant, or preschool director.

## In the Event of a Bomb Threat, Natural Disaster, or Other Real Emergency

1. Staff will follow procedure for Student Relocation (as stated above), if directed to leave the building.
2. A rapid response team will sweep through the school. They will ignore those with injuries and other distractors, in order to neutralize the threat.
3. The emergency response team will follow, helping with a possible evacuation and assisting any who are injured.
4. The team may enter a classroom with guns and rifles drawn to ensure safety (students need to be prepared for this possibility).

**Loss of Energy, Gas Leak, Furnace Failure, and Other Building Concerns**

If problem occurs prior to school start:

1. The principal will decide if school is to be canceled or change reporting times.
2. An all-school email will be sent out and families will be called using the phone tree.
3. The principal will contact the local media.

If problem occurs during school:

1. Follow Student Relocation Plan (as stated above).
2. If the situation Is not dangerous, but is uncomfortable for students, parents will be contacted to pick up their students from school.
3. If electrical outage prevents the use of email, texting and phone calling will be the primary source of communication.

## Man-Made Disasters

If problem occurs prior to school start:

1. The principal will decide if school is to be canceled or change reporting times (this depends on the disaster type, impact to the community, and impact on students if they were to attend).
2. An all-school email will be sent, and families will be called using the phone tree.
3. The principal will contact the police, any appropriate authorities, and local media.

If problem occurs during school

1. Follow Student Relocation Plan (as stated above), if necessary. The principal or designee will alert all staff of the required response to match the situation (Lock Down, Stay in Place, Shelter in Place, etc.)
2. If the situation Is not dangerous, but is uncomfortable for students, parents will be contacted to pick up their students from school.
3. If electrical outage prevents the use of email, texting and phone calling will be the primary source of communication.

PROCEDURES FOR COMPLETING PARENT SIGN-OUT AT REUNIFICATION LOCATION:

1. Write the names of all students that are present at the relocation site.
2. Set up a front desk that is monitored by staff that requires all parents to follow check out procedures.
3. Releasing Preschool Students: Only release children to persons designated on the Child Information Card. All other students: If staff do recognize the family member, get driver’s license ID, phone number, and license plate. Contact the student’s parents by phone to assure that person can pick up the child prior to releasing child.
4. Sign off on each child and enter the time of pick-up.

# Reunification Parent Sign Out

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Present** | **Form of ID** | **Parent Contact Information** | **Time** | **Staff Approved** |
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**Notes:**

# CRISIS RESPONSE INFORMATION

## Necessary Phone Numbers

|  |  |  |
| --- | --- | --- |
| Principal: | Mark Rozeboom | Cell Number: 231-499-3165 |
| Substitute Spokesperson: | Administrative Assistant | School: 616-875-8224 |
| School Board President (who will contact other board members): | Dan TenHarmsel | Work: 616-836-4851  Personal cell: 616-368-1716 |
| Pastors: | Rev. Doug Fauble (SOCRC) | 616-875-7561 |
|  | Rev. Bart Spencer (Lighthouse Baptist) | 616-355-7027 |

**Emergency Phone Numbers**

|  |  |
| --- | --- |
| Police/Fire/Ambulance | 911 |
| Poison Control Center | 1-800-477-5050 |
| Consumers Energy (Electric) | 1-800-230-1397 |
| Semco Energy (Gas) | 1-800-624-2019 |

# CRISIS RESPONSE PURPOSE

This plan is to be utilize as an immediate response to a crisis. A crisis occurs as an overwhelming event or a time-limited cluster of events which can happen to an individual, a group, or even an entire community. A crisis is defined as the inner state of a person relating to stress when normal coping methods have broken down and is accompanied by a rise in emotional energy, turmoil and confusion.

Examples of a crisis:

* + Death by suicide or attempted suicide of a parent, student, teacher or other community member
  + Kidnapping or hostage situation
  + Severe accident
  + Terminal illness of student or staff
  + Teacher/Staff arrest
  + Threatening weather

## Initial Action:

1. If immediate action is necessary: call an appropriate emergency number or notify the principal (or board president if the principal is not available).
2. If the action can be briefly delayed: contact the principal to make decisions.
3. Take action to protect students, staff, and property including:
   1. Take cover
   2. Move to safe location (Designated area is SOCRC)
   3. Provide assistance by using first aid procedures, calling for help, or guiding first responders to the scene.

## Key Weather Terms:

1. WATCH- Threatening weather is likely. Remain alert for action. Have someone on standby to monitor the situation and give direction.
2. WARNING- Severe weather is occurring or has been indicated by radar. Take cover.

### Level of Threat

Level 1: Monitor

Level 2: Standby

Level 3: Emergency

### Take Cover

1. If inside the building, use a desk or table as a shield
2. Drop to your knees with your back to a window
3. Make your body as small as possible
4. Bury your face and head in your arms
5. Keep eyes closed and ears covered
6. If outside building, get behind a solid object
7. Lie down with face away from trouble
8. Cover head
9. Close eyes and cover ears

## General Response Options:

1. The principal will decide if school is to be cancelled or that reporting times have been changed.
2. The principal will contact the local media.
3. All students, parents, faculty and staff are to watch social media for announcements.
4. The principal will begin the notification process (weather-related). SOCS follows West Ottawa Public Schools in weather-related cancellations.

## Shelter in Place

1. The principal will direct the on-site shelter in place option.
2. The principal will determine whether sheltering should take place in classrooms or predetermined shelters within the confines of the building.
3. Take steps to isolate students and personnel from the external environment during environmental or hazardous materials incident. This should include closing all outside doors ad windows and turning off A/C and air handling systems.
4. All students, faculty and staff should seek shelter by moving away from outside windows and doors, as well as air ducts and ventilation systems.
5. A 100% accounting of students is to be verified and reported to the principal.
6. The principal will notify staff when it is safe to resume normal operations.

**Early Dismissal**

1. The principal is to announce if school is to be dismissed early.
2. The principal will notify social media of the early dismissal.
3. The principal will notify parents and transportation of the early dismissal and plan from that point of view. Emails and phone calls will go out to all parents.
4. The principal will announce when it is safe to resume normal operations.

## Lockdown

1. The principal will order the lockdown, specifying the scope (i.e. exterior doors and windows only. Classrooms only, specific sections, etc.)
2. The staff will oversee the lockdown and notify the principal when the procedure is complete via calling or texting.
3. All staff, faculty and students are to move into isolated sections of building and reduce exposure to outside windows and doors.
4. Staff will complete and verify (by texting the principal) an accounting of ALL students.
5. The principal will inform public safety authorities of the lockdown and ensure that appropriate public safety personnel have keys to access the secured area.
6. The principal will notify the staff when it is safe to resume normal operations.

## Evacuation

1. A directive to evacuate can be issued by the principal or public safety authorities.
2. Evacuate students to the primary safe area unless directed to go to a secondary location or to congregate in site set by public authorities. Our normal site to evacuate to is the South Olive Christian Reformed Church. In some instances, this may be changed to the garage or basement of the parsonage or Dan TenHarmsel’s home, depending on the incident.
3. All persons will leave the facilities by moving along assigned routes. Cross the road and walk on the west side of 120th Ave. Cross Port Sheldon St. and the parking lot of SOCRC to the front of the building.
4. Remain calm and keep students as calm as possible.
5. Close all doors behind you. DO NOT LOCK CLASSROOM DOORS.
6. An accounting of ALL students, faculty and staff will be completed and verified.
7. All students shall remain under the control and authority of the school district.
8. All buses and cars will be moved as necessary to allow the access of emergency equipment.
9. All persons will remain in a safe area until receiving verbal notification from the principal to return to the facility. DO NOT CONSIDER THE BELL AS A SIGNAL TO RETURN TO THE BUILDING, AS IT MIGHT MALFUNCTION.

## Relocation

1. A directive to relocate can be issued by the principal only. (ALL PUBLIC SAFETY REQUESTS FOR RELOCATION MUST GO THROUGH THE PRINCIPAL).
2. The principal will determine the location where students will be moved.
3. Moving procedures are the same as for evacuation.

**Cooperating with the Media**

There are certain crisis situations that draw media attention and a plan to deal with that aspect of crisis management is imperative. The singular most important aspect of dealing with the media is to have ONE person assigned to be the school’s media spokesperson. This person must be knowledgeable of all the facts, articulate and able to present information objectively. In most cases involving a crisis in a school setting, that would be the principal, or designee from the board. All media should be referred to the principal or board president for “the story.” The concept of a single, authoritative spokesperson should be communicated to:

1. Parents- because in the middle of a crisis with one of their own children or another child in the school, parents should have knowledge that someone they trust will speak for them.
2. Students- because they should never be put in the position where they are asked to comment on a crisis event in the life of another student in their school.
3. Staff and School board Members- because their full attention should be devoted to the parents, friends, and other people close to the person involved in the crisis.

Important Note: Having a single authoritative spokesperson speak for the school, parents, school board, and community in a crisis, is best discussed before a crisis. This is often best done at a parent meeting, society meeting, or the like.

## Serious Injury

1. The adult present at the scene should not leave the injured student. A student can be sent to get help from other staff.
2. The administrative assistant will alert the members of the crisis team.
3. The Principal, or person first available will call 911 in most cases.
4. CPR should be administered if needed and get the AED and first aid kit. NEVER move anyone who has hurt back or legs.
5. The administrative assistant is to immediately alert parents and let them know whether to meet at the school or the hospital to which the student is being sent.

# First Day Back After A Crisis

1. The principal gathers facts and calls the family involved. If possible, discuss how the family wishes to handle the situation and the school’s plan in handling tragedies of this nature.
2. The principal calls counselors and pastors, who notify the Crisis Response Team (CRT) of the event and meeting.
3. The principal calls teachers and notifies them of the event and meeting arrangements.
4. The Crisis Response Team (CRT) meets as soon as possible to review a crisis plan.
5. The principal gives an agreed-upon explanation and response to the students.

## Tragedy Occurring During Non-School Hours

If the tragedy occurred during non-school hours, all staff members are summoned to a meeting 30 minutes before the time they normally report to school. They may choose to meet the evening before as well, so staff have a chance to personally process the situation and be in control of their words and emotions. (See below for details of this meeting)

1. The principal contacts community resources to be present for teachers that might need a break during the following day.
2. The principal contacts counseling and pastoral services to be available the next day if needed.
3. The principal gives an agreed-upon explanation and response to the students.

## Staff Meeting Regarding Crisis

The meeting is called at the earliest known point of the crisis to have a plan set in place for dealing with the situation.

### Agenda for The Staff Meeting:

* Share relevant information and facts to control rumors and hysteria.
* Identify primary survivors-Those most affected by the tragedy.
* Assess the potential effect on the school, classes, groups and particular individuals.
* Distribute the memo which will be read later by the principal over the intercom announcing the crisis.
* Any staff member too upset to face students should ask the principal to have the class covered by another member of the staff. In the event of a death or a serious injury of a student, a CRT member may want to follow the deceased student’s schedule all day and ask how he/she can help the teacher.
* Have a counselor or pastor discuss an appropriate manner in which to respond to the situation after the announcement with the students.
* Teachers may read and discuss Scripture with the students. Suggested passages: Is. 40:1-11, 27-31; Ps. 39: 12-13; Ps. 42; Ps. 43
* Students should feel free to ask questions and express feelings, no preaching.
* Teachers shall answer questions honestly.
* Students who are particularly upset will be offered to go to a crisis counseling room.
* Do NOT glorify a death in any way (Suicide Prevention)
* Move on to regular class routine when students appear ready to do so.

The CRT meets individually or in groups with at-risk students. After all of the above steps have been completed, members of the CRT should meet with the friends of the individual involved or groups that this person was associated with (neighbors, teams, clubs, etc.).

1. After all of the above steps are followed, the halls should be cleared of students.
2. Teachers may re-read the principal’s statement with their classes.
3. Teachers have written statements with facts. When meeting with a new group of students, teachers allow time for students to talk about the event. The normal class routine is resumed when students appear ready.
4. CRT, staff, pastors, and counselors provide designated rooms for students to meet with them, designating this as the crisis center.
   1. Direct students who congregate to the appropriate room.
   2. Target students who seem to be alone, removed, or making little progress.
   3. Monitor student peer assistance to see the progress.
5. CRT follows up after school with phone calls to students and parents. Parents are advised regarding behaviors to be concerned about. Calls are made before students get home if at all possible.

## Staff Meeting at The End of The Day

The staff reconvenes at the end of the day to discuss the events. Any student who appeared particularly disturbed should be identified at this time. This meeting will also provide the opportunity to debrief and deal with staff feelings. Any new information which developed during the day can be shared. The next day events are discussed.

# Second Day Procedures

1. Reconvene CRT if necessary. Discuss the day’s activities. In the event of a death, notify the team of funeral arrangements. Discuss the school’s stance on releasing students to attend the funeral or visitation hours. Make this information available to staff.
2. Announce new information on crisis: update the condition, hospital visitation, funeral arrangements, etc.) and the school’s stance on these issues (signing out, school cancelled so can attend, parent with student, etc.
3. The crisis center remains available: Open for those at risk or needing to talk further.
4. High Risk Students: Parents are kept informed of the status of their child and new news.
5. Principal again contacts the family: Offer support/solace and to inform them of the school’s reaction.
6. Erase the student’s name from all data banks and class lists.
7. In case of death, the student’s possessions should be removed from his/her locker by the administrator, discreetly packaged and delivered to the family a week after the funeral. The principal might want to remove items that might upset the family members.

# Third Day and Fourth Day Procedures

1. Crisis center remains open as needed.
2. The school begins to wind-down the grieving period.

## Other Issues to Consider

If an event happens on a weekend, Friday night:

1. Phone contacts could be made with closest friends and groups.
2. Someone can be placed at school to answer questions.
3. Counselors should be made available over the weekend
4. Assistance could be offered at the funeral home during visitation to deal with grieving students.

Reporting of Suspected Child Abuse or Neglect

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| --- | --- |
| State Law Requirements for School and Preschool: | |
| R 400.8125 | Staff and Volunteers. (11) A written plan to assure compliance with section 3 of the child protection law, 1975 PA 238, MCL 722.623, shall be developed and implemented. |
| A written plan is required to be produced to staff and volunteers to report suspected child abuse and neglect. | |
| R 400.8125 | Staff and Volunteers. (12) A written statement shall be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:  (a) The individual is aware that abuse and neglect of children is against the law.  (b) The individual has been informed of the center's policies on child abuse and neglect.  (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services. |
| The program director must have a signed and dated abuse/neglect statement as required under the rule. | |

# Laws about Child Abuse and Neglect

## The Facts

* Michigan law requires that you as a volunteer or teacher MUST file a report when you have reasonable cause to suspect abuse or neglect.
* It is not your responsibility to determine whether the abuse occurred—The Department of Human Services (DHS) is responsible for the investigative component.
* Failure to report can result in both civil and criminal liability.
* When a report is filed you are presumed to have acted in good faith. You are not legally or criminally liable for any outcomes if you have reported a case in good faith.
* Your identity may be disclosed to a child protective agency or law enforcement agency that is investigating the case.
* Once you file a report, a child and family may become eligible to receive a wide variety of services designed to meet the family’s specific needs.

# What Is Child Abuse and Neglect?

**Physical Abuse:** Harm or threatened harm to a child through non-accidental injury. (Examples: beating, kicking punching, burning, bruises, welts or broken bones.) Also, injury and medical conditions that have been improperly treated.

**Neglect:** Harm or threatened harm to a child’s health or welfare due to failure to provide adequate food, shelter, clothing, or medical care. (Examples: soiled clothing, wrong clothes for weather, hunger, hoarding food, poor hygiene.) It can also be failure to renew prescriptions and not allowing schools access to medications or lack of protection from a known or potential risk of harm.

**Sexual Abuse or Exploitation:** Engaging in sexual contact or penetration with a child. Sexual exploitation is defined as allowing, permitting, or encouraging a child to engage in prostitution or to be depicted in a sexual act. It also includes non-contact acts such as exhibitionism, voyeurism, exposure to pornography and obscene/sexual language. Child pornography is always sexual abuse against a child.

**Emotional/Maltreatment:** Treatment that involved cruelty or suffering that a reasonable person would recognize as excessive. (Examples: forcing a child to eat dog food as punishment, locking a child in a closet, or using extreme punishments, threats, or put downs.)

# Steps to Take if Child Abuse or Neglect is Detected

1. Immediately contact the Michigan centralized intake system at toll free at 1-855-444-3911.
2. To the best of your knowledge, be prepared to answer questions about the child. Collaborate with school office staff and have the following information ready to give the worker:
3. Child’s address
4. Birth date of the child and any additional siblings in the home
5. Race
6. Any found information about the perpetrator, address, phone, age, description.
7. The child’s disclosure and history of the child’s behavior
8. Do not investigate the situation yourself. In other words, do not ask the parent about it, or inquire with siblings, or friends.
9. Within 72 hours after making the oral report by calling the intake worker, a written report must be completed. It is encouraged that you write this out on the DHS-3200 form for the written portion. This form is found at <https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_25045---,00.html>. After completing the 3200 form, it can then be faxed to 616-977-1154.

\*\* If you are a school employee, you must notify the principal of the building that a child abuse or neglect report has been made with DHS.

STATEWIDE NUMBER FOR DHHS: 1-855-444-3911

DHHS 3200 FORM FOR REPORTING: [www.michigan.gov/dhs](http://www.michigan.gov/dhs)

# Proof of Training in Child Abuse and Neglect Reporting:

Staff/Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have been informed of the Child Protective Service Laws and responsibilities to report. The administration taught me the steps in reporting, and all the protocols required of the state and the school.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role in the School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of School Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_